

Note: City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. The Personnel Committee will meet remotely for this meeting. Members of the public may attend this meeting remotely by calling the phone number provided.



Agenda
Personnel Committee Meeting
Friday, April 9, 2021
Zoom - Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 841 0275 9150

Regular Meeting - 1:00 p.m.

Call to Order/Attendance

Approval of Minutes (Approved by Motion)

Approval of the March 10, 2021 Meeting Minutes

Communications

1. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business

None

New Business

1. Certification List for Lateral Police Officer
 - Katie Crusselle, Human Resources Generalist
2. Certification List for Entry Level Police Officer
 - Katie Crusselle, Human Resources Generalist
3. Certification List for Exceptional Entry Level Officer
 - Katie Crusselle, Human Resources Generalist

Comments and Reports

1. Personnel Committee Members
2. HR Staff Liaison

Adjournment

Richland City Hall is ADA accessible. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2021

Agenda Category: Approval of Minutes

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Approval of the March 10, 2021 Meeting Minutes

Department:

Administrative Services

Recommended Motion:

Approve the minutes of the Personnel Committee meeting held on March 10, 2021.

Summary:

Draft meeting minutes from the March 10, 2021 meeting are presented for review and approval.

Attachments:

- I. Draft March 10, 2021 Personnel Committee Meeting Minutes



Regular Meeting - 1:00 p.m. via Zoom

Call to Order/Attendance:

Committee members Stephen Lorence and Barbara Newell were present.

Also present were Human Resources Manager Lacey Paulsen (Staff Liaison), Fire Battalion Chief Randy Aust, Administrative Services Director Cathleen Koch, and Human Resources Generalist Katie Crusselle (Assistant Staff Liaison).

Approval of Minutes:

Minutes from meetings on November 1, 2018 and September 18, 2019 were approved by motion.

Communications:

Comments from Visitors (Please limit comments to 5 minutes)
None.

Old Business:

None.

New Business:

- I. Battalion Chief Promotional Process
- Randy Aust

Fire Battalion Chief Randy Aust presented a proposal to changes staff would like to make to the Battalion Chief Promotional Process. BC Aust proposed reinstating the tactical evaluation portion of the examination process, and outlined the importance of the process by stating that it is vital to capturing the knowledge base of the candidates at this higher-level position.

The reinstatement of the tactical evaluation would require adjustments to the overall scoring criteria. The pre-assignment portion would be adjusted from 20% of the overall score, to being 15% of the overall score. The two oral board interviews would be adjusted from being worth 40% of the overall score, to being worth 35% of overall score. The tactical evaluation portion would be worth 15% of the overall score.

- 2 Certification Lists for Police and Fire
- Lacey Paulsen, Human Resources Manager

Human Resources Manager Lacey Paulsen informed the committee of the City's plans to model current Civil Service guidelines, as it pertains to finalizing certification lists for police and fire entry and promotional positions. Moving forward, the City will plan for a personnel committee meeting when there is a need for certification list(s) to be signed, and the list will be signed by the committee chair.

Comments and Reports:

1. Personnel Committee Members
None.
- 2 HR Staff Liaison
None.

Adjournment

Committee Chair Lorence adjourned the meeting at 1:24 p.m.

APPROVED:

ATTESTED:

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Police Officer

Department:

Administrative Services

Recommended Motion:

Move to approve the certification list for Lateral Police Officer from the oral board process held on April 6, 2021.

Summary:

The certification list for Lateral Police Officer from the oral board process held on April 6, 2021 is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:

- I. Lateral Police Officer - Certification List (4.6.21)



NOTICE OF CERTIFICATION & SELECTION

1. **POSITION:** POLICE OFFICER (LATERAL)

TYPE: REGULAR FULL-TIME

DEPARTMENT: POLICE SERVICES

DIVISION: POLICE

2. **RANKING:**

<u>NAME</u>	<u>RAW SCORE</u>	<u>VET'S PREF</u>	<u>FINAL SCORE</u>	<u>CERT DATE</u>
1. Nicholas Johnson	81.35	0.00	81.35	04/06/2021
2. Kenneth Martin III	77.79	0.00	77.79	04/06/2021

3. **CERTIFICATION:**

Personnel Committee Chair: _____ Date: _____

-
- This certification is declared invalid with less than three names (department/division has the option of using the certification with less than three names).

Department Head: _____ Date: _____

- The names on this certification list expire one (1) year after certification date.

Personnel Committee Chair: _____ Date: _____



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Entry Level Police Officer

Department:

Administrative Services

Recommended Motion:

Move to approve the Entry Level Police Officer certification list from the oral board process held on April 6, 2021.

Summary:

The certification list for Entry Level Police Officer from the oral board process held on April 6, 2021 is presented for review and approval. The Chair will execute after Committee approval.

Attachments:

- I. Police (Entry) - Certification List (4.6.21)



CITY OF RICHLAND
NOTICE OF CERTIFICATION & SELECTION

1. **POSITION:** POLICE OFFICER (ENTRY)

TYPE: REGULAR FULL-TIME

DEPARTMENT: POLICE

DIVISION: POLICE SERVICES

2. **RANKING:**

<u>NAME</u>	<u>RAW SCORE</u>	<u>VET'S PREF</u>	<u>FINAL SCORE</u>	<u>CERT DATE</u>
1. Tyler Harris-Salangsang	88.29	0.00	88.29	04/06/2021
2. Juan Castillo	83.30	8.33	91.63	01/14/2021
3. Steve McDermott	79.95	0.00	79.95	04/06/2021

3. **CERTIFICATION:**

Personnel Committee Chair: _____ Date: _____

-
- This certification is declared invalid with less than three names (department/division has the option of using the certification with less than three names).

Department Head: _____ Date: _____

- The names on this certification list expire one (1) year after certification date.

Personnel Committee Chair: _____ Date: _____



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/9/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Exceptional Entry Level Officer

Department:

Administrative Services

Recommended Motion:

Move to approve the certification list for Exceptional Entry Level Police Officer from the oral board process held on April 6, 2021.

Summary:

The certification list for Exceptional Entry Level Police Officer from the oral board process held on April 6, 2021 is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:

- I. Exceptional Entry Police Officer - Certification List (4.06.21)



NOTICE OF CERTIFICATION & SELECTION

1. **POSITION:** POLICE OFFICER (EXCEPTIONAL ENTRY-LEVEL)

TYPE: REGULAR FULL-TIME

DEPARTMENT: POLICE SERVICES

DIVISION: POLICE

2. **RANKING:**

<u>NAME</u>	<u>RAW SCORE</u>	<u>VET'S PREF</u>	<u>FINAL SCORE</u>	<u>CERT DATE</u>
1. Matthew Gilbert	70.60	0.00	70.60	04/06/2021

3. **CERTIFICATION:**

Personnel Committee Chair: _____ Date: _____

-
- This certification is declared invalid with less than three names (department/division has the option of using the certification with less than three names).

Department Head: _____ Date: _____

- The names on this certification list expire one (1) year after certification date.

Personnel Committee Chair: _____ Date: _____